

16 March 2026 (In person) 7.15 pm

In attendance:

Dan Green, Paul Williams, Nikkii Barnett, Andrea Macqueen (minutes), Christine Inch, Paul Filler, Hayley Barron, Hayley Rogerson, Darren Cordes, Sarah Mills.

1. Apologies for absence and resignation

Apologies had been received from Tim Wright and Karen West.

The resignation of Lisa Barham from both senior and junior committees was noted.

2. Minute of previous meetings

The minutes of the committee meeting held on 19 January were approved.

3. Action Points

Outstanding actions from previous meetings were complete, carried forward, or discussed elsewhere on the agenda.

Hayley B is following up on a different plumber quote for a clubhouse heating solution.

4. Y/e accounts and finance update

Paul F had been advised by Paul G that getting Mark R added to the bank account was ongoing and it would be a further month before progress could be made on the accounts.

The Committee agreed that Andrea (as secretary) should contact Paul G, to offer help and seek to understand the issues further.

5. Finance update

No finance update was available.

6. Membership update

Dan provided an update on latest membership figures. Fees to England Athletics were due on 01 April and Dan will liaise with Paul G. New membership fees would reduce to half from 01 April and Dan will provide Christine and Nikkii with new member details (for the newsletter and as women's captain respectively).

The relevant policies are being confirmed or updated on the EA website.

7. Committee confidentiality

Christine reminded everyone to ensure that no Committee discussions were shared outside the meeting.

8. Circuits

At his request, Christine read Steve Bennett's statement regarding the suspension of circuits classes to the Committee.

"Although there was discussion about the risk assessment and training the prospect of termination of the sessions had not been previously discussed with SB.

There were different versions of an alleged incident of between 2 members during a boxing exercise. The member alleged to have made contact did not recall the incident.

SB had been accused of not operating within the format of the risk assessments. However, the risk assessments for mat work and movement exercises were different with a limit of 28 people on the mats and 25 with movement/equipment. SB did not accept he was irresponsible or had ignored the risk assessment.

SB disagreed that the committee could be liable in the event of an accident or incident. He had been advised (by his work) that this was not the case.

SB feels unsupported by the committee and wanted his feedback brought to the committee's attention and included in the minutes.

SB believes the club had lost a good offering which had attracted new members".

Hayley B will progress with Jamie O, a level 3 qualified trainer who has expressed interested in taking on circuit classes. Classes would need to take place on a Monday evening, with insurance, risk assessment, equipment and charging issues agreed in advance.

It was agreed that all training sessions offered via Spond should be agreed by the Committee.

9. Welfare/Safeguarding

Lorraine Gosling is EA notified.

Use of the Orion website for accident reporting needs to be checked.

10. Handicapping

Paul W will speak to Mark Farrell about potentially acting as handicapper.

The Summer Handicap, on a Wednesday night, would benefit from the cancellation of other training that evening.

The handicap aspect of the Mercury was discussed.

11. Club Constitution

All agreed that the Constitution document was not user friendly and could be updated and streamlined. Andrea will put together ideas for discussion by a committee sub-group prior to the next meeting.

12. Award/Trophies

A list of perpetual trophies will be added to the list of awards/trophies already circulated to the Committee for consideration. We want to ensure the award categories are appropriate, consistent, and clear.

13. Future races

Paul W updated the Committee on arrangements for the Orion 15, for which there were currently 290 entrants. Hayley R and Sarah volunteered for refreshment duties and Nikkii will chase further volunteers. Hayley B and Christine are doing results. The difficulty in forcing Orion runners to provide a marshal was highlighted.

Provisional dates for the mid-week league will be in the newsletter and on Spond.

We are hosting the Essex Fell Championship on 18 April.

Dan reported on the recent Elvis AGM. Victoria Park have been added, and Elvis races will be on Entry Central shortly. Feedback on the Elvis Forest 5 was that a WV70 prize should be provided. Also, race pens had been suggested because of congestion after the first 150 metres.

14. AOB

Darren provided a draft Diversity and Inclusion policy document and Christine's comments on it had been circulated. Practical suggestions for implementation are needed. Christine will include this in the newsletter. Committee comments should go to Darren.

Sarah will follow up on getting junior records onto the website.

To avoid clashes between mob match dates and primary school races, LBWF would need to provide 6-8 months' notice.

An event to celebrate the 40th anniversary of women to Orion will be investigated by Nikkii. A September post-Gunpowder parkrun brunch was suggested.

Christine is finalising the twice a year newsletter.

Dan updated on clubhouse keys, with 3 having been lost. Keys will be reclaimed from those who no longer need them.

Grand Prix points weightings were discussed. The Committee will consider this further including the idea of an entire year prize.

15. Date of next meeting

The next meeting will be held on Monday 18 May 2026 at 07:15pm at the Queen Elizabeth.

Action points

Loading historic Mob Match results onto the website. Ongoing.	c/f Paul F
Speak to COL re lease (hiring clubhouse) and race fee levels. Tim is chasing	c/f Tim
Speak to COL re their CCTV in the yard. Tim is still awaiting a response from CoL	c/f Tim
Contact Paul G re 2025 accounts status	Andrea DONE
Finalisation of account to 30 June 2025 – Mark Roberts to assist	c/f Paul G Agenda item 4
Add Mark Roberts as signatory for bank account and remove former treasurers	c/f Paul G DONE
Alternative banking arrangements to facilitate the production of account for future audits to be considered once last year's accounts finalised	c/f Paul G & Mark R
A further quote to be sought to resolve clubhouse heating issue	c/f Hayley B
Criteria/structure for WhatsApp groups	c/f Laura/Karen Agenda item 10
Review who has access to what on Spond – too many – some should be helpers and not admin (Paul W has the details). New training sessions need Committee approval.	c/f Laura- Agenda item 10
Risk assessment for night forest runs to be finalised, signed off and circulated to leaders – remind leaders to fill in accident report form properly. RA to be added to website	?
Social event after May handicap	Karen
Liaise with Don re quiz. Provisional date of 13 June	Tim DONE
Review latest version of Diversity & Inclusion document and provide any practical suggestions for implementation	All Agenda item 14
Provide new member details to Christine and Nikkii	Dan DONE

Arrangements with Jamie O re circuits	Hayley B - DONE and see agenda item 9
Circulate Constitution update ideas	Andrea Agenda item 13
Add perpetual trophies and circulate trophies/awards list for discussion	Christine/Andrea Agenda item 12
Junior records to go on website	Sarah
Possible brunch to celebrate 40 th anniversary of women in Orion	Nikkii
Further consideration of GP points for discussion at next meeting	All
Reclaim of clubhouse keys	Dan